

## **NOTICE OF MEETING**

### **LONG BEACH CIVIL SERVICE COMMISSION**

**THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, JUNE 24, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.**

## **A G E N D A**

1. **MINUTES**
  - a. Regular Minutes of June 10, 2009
  - b. Regular Minutes of June 17, 2009
2. **REQUEST TO EXTEND PROVISIONAL APPOINTMENTS** – Kameron Belizaire, Andrean Brown, Karen Geib, Kevin Ketchum, Jay Lopez and Anthony O'Dell, Recreation Assistants  
Staff report prepared by Deborah McCluster, Personnel Analyst
3. **REQUEST TO EXTEND PROVISIONAL APPOINTMENT** – Jose Rodriguez, Garage Service Attendant  
Staff report prepared by Rob Pfingsthorn, Personnel Analyst
4. **REQUEST FOR ORDER OF LAYOFF**  
Communication from Patrick H. West, City Manager
5. **DISCUSSION ON SELECTION PROCESS OF NON-CAREER EMPLOYEES**
6. **BULLETIN** – Garage Service Attendant
7. **EXAMINATION RESULTS**  
Environmental Specialist Associate  
Public Health Nutritionist  
Special Services Officer  
Water Treatment Operator
8. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Accountant (07/09/08, 06/04/08) - **(3 months)**  
Animal Control Officer  
Civil Engineering Assistant (07/09/08, 07/16/08, 07/30/08)  
Senior Combination Building Inspector  
Senior Equipment Operator – Backhoe **(5 months)**  
Systems Support Specialist (01/07/09, 01/14/09)  
Water Treatment Operator
9. **RETIREMENT** – Evanna Vallier/Special Services Officer II/Public Works (25 yrs., 5 mos.)
10. **TRANSFER** – Willie Brooks/Special Services Officer II/Public Works to Special Services Officer II/Police

11. **REQUEST TO SUPPORT BOTTLE BILL FUNDING FOR LONG BEACH CONSERVATION CORPS**
12. **MANAGERS' REPORT**
13. **NEW BUSINESS**
14. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**9:00 A.M. – DISMISSAL APPEAL HEARING 25-D-78**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
JUNE 10, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 10, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of June 3, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of May 27, 2009, be approved as prepared. The motion carried by a unanimous roll call vote

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that dismissal hearing 27-D-79 minutes of May 13 & 20, 2009, be approved as prepared. Commissioner Jeanne Karatsu abstained, as she was not present. The motion carried by a unanimous roll call vote

**REQUEST TO EXTEND  
PROVISIONAL APPOINTMENTS:**

**ANTONIO CARRILLO AND JEFF HOGAN/ GARAGE  
SERVICE ATTENDANTS**

The Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst, requesting Commission approval to extend the provisional appointments for Antonio Carrillo and Jeff Hogan, Garage Service Attendants for 150 days, until an eligible list is established. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the request to extend the provisional appointments for Antonio Carrillo and Jeff Hogan be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST TO RECLASSIFY  
POLICE RECRUIT:**

**ERIC CORNELL**

The Secretary presented a communication from Anthony Batts, Chief of Police, requesting Commission approval to reclassify Eric Cornell, Police Recruit to Special Services Officer to meet the legal obligations concerning Mr. Cornell's Veteran's Employment Rights. In addition, the Secretary presented a staff report prepared by Melinda George, Deputy Director. Ms. George briefed the Commission regarding this request, stating that prior to Mr. Cornell completing the Police Recruit Training Academy, he was called to military duty. After completion of his military assignment, Mr. Cornell has a right to return to his former position as a Police Recruit with the City. Ms. George stated that Mr. Cornell had not completed the Police Recruit Academy at the time he was called to military duty, and there is no current training academy for Mr. Cornell to return. However, she stated that in order to place Mr. Cornell in a police related job, the Police Department has requested that he be reclassified to a Special Services Officer until another Police Recruit Training Academy begins. She also stated that Mr. Cornell would have to serve a probationary period in the classification of Special Services Officer, and that he would be required to request Commission approval to return to his former classification as a probationary Police Recruit when there is a new training academy. Mike Mais, Assistant City Attorney, was present to answer questions regarding this matter. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the request to reclassify Eric Cornell from a Police Recruit to a Special Services Officer be approved in accordance with Section 52

of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

## **REQUEST TO FILE LATE APPLICATIONS:**

### **CONSTRUCTION INSPECTOR**

The Secretary presented communications from Roderick Gray, Andres Gutierrez, Oliver Magajes, Dave Orkin and Anthony Smith, requesting Commission approval to file a late application for the Construction Inspector examination. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. Ms. Ferrer briefed the Commission regarding these requests, stating that Leslie Horikawa-Thiede, Manager, Business Operations, Long Beach Gas and Oil advised her that the job opportunity was posted in the department. Nathan Lynch, Construction Supervisor, Long Beach Gas and Oil, addressed the Commission, requesting that the Commission consider their request to file late applications because the employees protesting did not see the job posting, nor were the supervisors aware of the job opening. He stated that measures have been taken to ensure that all employees are notified of future employment opportunities. Rob Williams, Construction Supervisor, representing the Long Beach Association of Engineering Employees (LBAEE) addressed the Commission, also requesting that the Commission consider allowing these employees to participate in the Construction Inspector examination due to the failure of posting the job bulletin. Dave Orkin and Roderick Gray addressed the Commission, stating that they did not see the posting of the job bulletin in their department. Ken Walker, Manager, Personnel Operations addressed the Commission in support of the request to file late applications and stated that in the next Administrative Officers' meeting, he will remind departments to initiate a plan to ensure that their employees are notified of City job openings. After discussion, it was moved by Commissioner Saafir, seconded by Commission Infelise that the representative from Gas and Oil be required to submit to the Commission a plan of corrective action to ensure departments are posting job opportunities and hold the item for one week. In a substitute motion, it was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried that Long Beach Gas and Oil department did not comply with Section 10 of the Civil Service Rules and Regulations in the posting of the job opportunity and to approve the requests to file late applications, and direct the Executive Director to contact departments citywide to request that they provide

information on what corrective actions will be taken to ensure employees are properly notified of job opportunities with the City of Long Beach. The motion carried by the following roll call vote.

AYE: Douglas Haubert  
F. Phil Infelise  
Jeanne Karatsu  
Mary Islas

NO: Ahmed Saafir

**PROPOSED CIVIL SERVICE  
DEPARTMENT BUDGET 2009/10:**

The Secretary presented a staff report and proposed Civil Service Department 2009/10 Fiscal Year budget, prepared by him. Diane Dzodin, Administrative Officer, briefed the Commission regarding the proposed budget. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried to approve the proposed Civil Service Department Budget for Fiscal Year 2009/10 and forward it to the Mayor. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineer – 8 Applied, 6 Qualified  
Civil Engineering Assistant – 7 Applied, 7 Qualified  
Environmental Specialist Associate – 27 Applied, 5 Qualified  
Public Health Nutritionist – 5 Applied, 5 Qualified  
Special Services Officer (Amended) – 19 Applied,  
19 Qualified  
Water Treatment Operator – 26 Applied, 3 Qualified

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Building Maintenance Engineer  
Business Systems Specialist  
Buyer  
Payroll/Personnel Assistant  
Public Safety Dispatcher  
Special Services Officer (6/18/08 & 12/17/08)

**RETIREMENTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Marietta Garcia/Clerk Typist III/Police

Hector Hernandez/Housing Specialist II/Community Development

Donald Oldenburg/Special Services Officer III/Police

Nancy Cotton/Animal Control Officer II/Health

**RESIGNATIONS:**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Heather Martin/Administrative Analyst III/Parks

Angel Pulido/Special Services Officer II/Public Works

**SCHEDULE FOR HEARINGS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the following hearing schedule be approved. The motion carried by a unanimous roll call vote.

Suspension Appeal 02-S-89, 07/31/09

Suspension Appeal 04-S-89, 08/14/09

Suspension Appeal 08-S-89, 08/21/09

**RESCHEDULE FOR HEARING:**

**SUSPENSION APPEAL 31-S-78**

It was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the subject hearing be rescheduled to July 17, 2009. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

The Secretary informed the Commission that he made a presentation to the City Council on Tuesday, June 9, 2009, on the proposed cuts to Civil Service Department Fiscal Year 2009/10 budget.

**ADJOURNMENT:**

There being no further business before the Commission, President Islas adjourned the meeting.



MARIO R. BEAS

Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION**  
**MARY ISLAS, PRESIDENT**  
**JUNE 17, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 17, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Karatsu, seconded by Commissioner Infelise to approve the regular minutes of June 10, 2009. In a substitute motion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried to amend the minute for clarification and hold for one week. The motion carried by a unanimous roll call vote.

**PROVISIONAL APPOINTMENT:** The Secretary presented a communication from Lisa Marin, Director of Human Resources, Harbor, requesting Commission authorization to appoint Sue Vachon, to the classification of Geographic Information Systems Analyst on a provisional basis. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.



**REQUEST FOR EXCEPTION  
TO CIVIL SERVICE RULES AND  
REGULATIONS SECTION 115(3):**

**EQUIPMENT OPERATOR**

The Secretary presented a staff report, prepared by him, requesting Commission approval to an exception to Article IV, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, in accordance with Article VIII, Section 115(3) of the Civil Service Rules and Regulations, to approve the selection process for Equipment Operator as an open-competitive examination, but limit the candidate pool to current City employees. Melinda George, Deputy Director, briefed the Commission regarding the request to conduct the examination open-competitive to City employees rather than as a promotional examination. Commissioner Saafir addressed concerns regarding non-career and provisional employees being considered. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried to approve the Exception to Civil Service Rules and Regulations Section 115(3), Article IV, Section 7 – Qualification and Requirements. In a substitute motion, it was moved by Commissioner Saafir to direct staff to do a study on the selection and hiring practice each department uses in selecting non-career employees. The motion died due to lack of a second. The Commission returned to its original motion to approve the Exception to Civil Service Rules and Regulations Section 115(3), Article IV, Section 7 – Qualification and Requirements. The motion carried by the following roll call vote.

AYE: Douglas Haubert  
Jeanne Karatsu  
F. Phil Infelise

NO: Ahmed Saafir  
Mary Islas

**ESTABLISHMENT OF ELIGIBLE  
LIST:**

**BATTALION CHIEF – PROMOTIONAL LIST**

The Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst, requesting Commission approval to establish the effective date of the Battalion Chief promotional eligible list as of October 1, 2009, or the date of the first requisition – whichever occurs first. The Secretary briefed the Commission regarding this request. David Honey, Administrative Officer, Fire Administration stated that the Fire Department supported the request. After discussion, it was moved by

Commissioner Saafir, seconded by Commissioner Infelise and carried that the request to establish the Battalion Chief promotional eligible list effective October 1, 2009, or date of first requisition, whichever occurs first be approved pursuant to Sections 25 & 26 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**PROTEST OF WRITTEN  
EXAMINATION ITEMS:**

**CONSTRUCTION INSPECTOR**

The Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst regarding the protested questions from the Construction Inspector examination, which was administered on June 4 & 11, 2009. Ms. Ferrer briefed the Commission regarding the protests. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to approve the recommended disposition of the protested item. The motion carried by a unanimous roll call vote.

**BULLETINS:**

It was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Equipment Operator  
Senior Program Manager - Water

**EXAMINATION RESULTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant – 65 Applied, 27 Qualified  
Geographic Information Systems Technician – 65 Applied  
27 Qualified

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months, with the exception of Senior Accountant, to be extended for three months. The motion carried by a unanimous roll call vote.

Electrician  
General Librarian  
Mechanical Equipment Stock Clerk  
Senior Accountant (**3 months**)

**RETIREMENT:**

**JERRY BENTON/CAPITAL PROJECTS COORDINATOR  
II/HARBOR**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

**RESIGNATIONS:**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

John Belden/General Maintenance Supervisor II/Parks  
Evan West/Ambulance Operator/Fire  
Samira Husain/Special Services Officer II/Airport

**TRANSFERS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Jimmy Chen/Senior Civil Engineer/Water to Senior Civil Engineer/Harbor  
Travis Frost/Accounting Clerk II/Financial Management to Accounting Clerk III/Public Works

**DOWNGRADE (Voluntary);**

**RAFAEL BENITEZ-ESTRADA/PARKING CONTROL  
CHECKER II/PUBLIC WORKS TO PARKING CONTROL  
CHECKER I/PUBLIC WORKS**

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the subject downgrade (voluntary) be approved. The motion carried by a unanimous roll call vote.

**CONSIDERATION OF HEARING  
OFFICER'S REPORT:**

**SUSPENSION HEARING 18-S-78**

The Secretary presented a report prepared by Hearing Officer Robert Kilpatrick, Attorney at Law, to the Commission, regarding the subject hearing which was conducted on May 15, 2009. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the hearing officer's report be approved as prepared. The motion carried by a unanimous roll call vote.

**CONSIDERATION OF HEARING  
OFFICER'S REPORT:**

**DISABILITY RETIREMENT HEARING DR-S-78**

The Secretary presented a report prepared by Administrative Law Judge Chris Ruiz, to the Commission, regarding the subject hearing which was conducted on January 15, 2009. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the administrative law judge's report be approved as prepared. The motion carried by a unanimous roll call vote.

**CANCELLATION OF CSC MEETING  
OF JULY 1, 2009:**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the regular Commission meeting of July 1, 2009, be cancelled due to lack of a quorum. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

The Secretary informed the Commission that Diane Dzodin, Administrative Officer is working on the Civil Service Department budget for the Citywide budget book. He acknowledged that Civil Service Department staff averaged 3.4 hours of sick leave usage for calendar year 2008, and congratulated staff on their dedication and commitment to the City.

**NEW BUSINESS:**

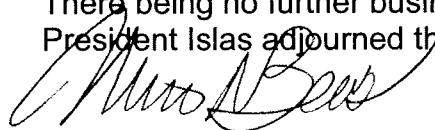
Commissioner Haubert requested a discussion on the hiring processes selecting non-career employees.

**COMMENTS FROM PUBLIC:**

Chris Ward, Union Representative, CESL, stated that he looks forward to the discussion of the hiring of non-career employees.

**ADJOURNMENT:**


There being no further business before the Commission, President Islas adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh

## Agenda Item No. 2

**DATE:** June 24, 2009  
**TO:** Civil Service Commission  
**FROM:** Deborah W. McCluster, Personnel Analyst   
**SUBJECT:** REQUEST TO EXTEND PROVISIONAL APPOINTMENTS – KAMERON BELIZAIRE, ANDREAN BROWN, KAREN GEIB, KEVIN KETCHUM, JAY LOPEZ, AND ANTHONY O'DELL

The Civil Service Commission approved the provisional appointments of Kameron Belizaire, Andrean Brown, Karen Geib, Kevin Ketchum, Jay Lopez, and Anthony O'Dell to the classification of Recreation Assistant on March 12, 2008. Staff is requesting that the Civil Service Commission approve an extension of the provisional appointments, which are due to expire on June 18, 2009.

The extension of the provisional appointments will allow the Department of Parks, Recreation and Marine - Community Recreation Services Bureau to continue providing community services to meet the needs of customers who are enrolled in various programs pending completion of the selection process and final selection of employees for permanent appointment. Staff anticipates submitting the eligible list to the Civil Service Commission on July 15, 2009.

It is recommended that the Civil Service Commission approve the extension of the above referenced provisional appointments pursuant to Section 49 of the Civil Service Rules and Regulations.

The Department of Parks, Recreation & Marine, Ms. Belizaire, Ms. Brown, Ms. Geib, Mr. Ketchum, Mr. Lopez and Mr. O'Dell have been informed that this item is on today's agenda. A representative from the department will be present to address any questions from the Civil Service Commission.

**DATE:** June 24, 2009

**TO:** Civil Service Commission

**FROM:** Robert Pfingsthorn, Personnel Analyst

**SUBJECT: EXTENSION OF PROVISIONAL APPOINTMENT – JOSE RODRIGUEZ  
– GARAGE SERVICE ATTENDANT**

On December 10, 2008, the Civil Service Commission approved the provisional appointment of Jose Rodriguez to the classification of Garage Service Attendant. His provisional appointment will expire July 6, 2009 and staff is requesting an extension of the provisional appointments. Staff is currently developing the examination for Garage Service Attendant. The extension is requested to continue the provisional appointee in position until the examination can be completed and the positions are filled permanently from the eligible list. Staff will present the proposed job opportunity bulletin to the Commission at its meeting today.

It is therefore recommended that the Commission approve the extension of this provisional appointment for 150 business days pursuant to Section 49 of the Civil Service Rules and Regulations. This will allow sufficient time for the eligible list to be established and the department to make selections from the eligible list. The Department of Public Works and Mr. Rodriguez are aware of this request.

**RFP**

EXTENSION OF PROVISIONAL APPOINTMENT (RODRIGUEZ, 6-24-09).DOC

# GARAGE SERVICE ATTENDANT

Job Number: 115

## SALARY RANGE:

Grades I-III      \$1,180.48 to \$1,964.88 Biweekly  
\$2,566.00 to \$4,272.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., June 29, 2009 through July 6, 2009. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., July 6, 2009. Postmarks will not be accepted. Online applications are encouraged.**

## REQUIREMENTS TO FILE:

One year of full-time (equivalent) paid experience performing automotive and motorized equipment servicing and maintenance which required a working knowledge of tools, equipment, materials, and procedures used in the preventive maintenance, adjustment and minor repair of automotive and other motorized power equipment **OR** one-year of full-time (equivalent) paid experience in towing vehicles under a variety of conditions.

Recent vocational training (proof required)\* at an accredited institution in Auto Mechanics or a closely related field, **or** a current, towing competency certificate from the American Automobile Association, California Tow Truck Association, or WreckMasters, may be substituted for up to six (6) months of the required experience.

Ability to: maintain simple records, and to work cooperatively with others, including the public. Must be willing to work any shift assignment, holidays, and/or weekends as required.

A current DMV driving record, including proof of a valid Class C motor vehicle operator's license, must be presented to the hiring department at time of selection interview.

Some positions may require a valid Class A or Class B California motor vehicle operator's license and compliance with the Anti Drug and Alcohol Misuse Prevention Program as required by the Department of Transportation.

Some positions may require the ability to pass a thorough background investigation for use of police computer data bank systems. Some positions may require a working knowledge of fuel, ignition, electrical, cooling and braking systems.

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as**

**certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., Friday, July 13, 2009.**

**EXAMPLES OF DUTIES:** Under immediate supervision, services, tows, and performs preventive maintenance, adjustments and minor repairs of automotive and other motorized equipment; supplies motor vehicles with gas, oil, air and water; lubricates all types of power equipment; makes minor repairs and adjustments; replaces light bulbs and fuses; examines, charges and replaces batteries; repairs tires and tubes; cleans and washes vehicles; cleans shop areas and repairs shop equipment; assists mechanics and other skilled trades persons on assigned jobs; delivers vehicles and/or people to various locations; maintains and repairs gutter and street brooms; observes safety rules and regulations; operates a tow truck and tows vehicles; operates a fork lift and electric cart; may act in a lead capacity; may maintain records of pool vehicle operations and other activities; may open and close shop work orders using computerized Fleet Management system; may interact with vendors and/or customer departments via phone, fax, e-mail and in person; may assist in lien sales and property disposal procedures; may train, assign, or direct the work of subordinate personnel; may utilize computerized inventory and financial systems; and performs other related duties as required.

## EXAMINATION WEIGHTS:

- Application and Supplemental Application..... Qualifying
- Occupational Written Examination ..... 40%
- Performance/Oral Examination..... 60%

A minimum rating of 70 must be attained in each part of the examination in order to pass. Certification by score bands will be considered based on an analysis of test results.

The written examination will be scheduled shortly after the filing deadline. If you have not received notification of the disposition of your application by July 27, 2009, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request to (562) 570-6202.

JOB 115-09 J23AN-09

RFP GARAGE SERVICE ATTENDANT BULLETIN 2009.DOC

6/24/09